



Department of ADMINISTRATIVE SERVICES *Job Postings*



**OFFICE OF POLICY AND MANAGEMENT
JOB OPPORTUNITY
SECRETARY 1 (CONFIDENTIAL)
OFFICE OF LABOR RELATIONS**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfer.

Location: 450 Capitol Avenue, Hartford, CT 06106

Job Posting No: 114447 (Please include this number in your cover letter and on your application)

Hours: Monday through Friday, 8:00 a.m. to 5:00 p.m. (40 hours per week)

Salary: CA14, \$42,684 - \$57,130 annual

(New hires into state service start at the minimum of the salary range)

Closing Date: Must be received in this office by 3:00 p.m., Tuesday, July 26, 2016

The Office of Policy and Management seeks to fill a confidential Secretary 1 vacancy in the Office of Labor Relations.

Position Description: This position provides clerical support to staff in the Office of Labor Relations. Examples of duties of this confidential (non-bargaining unit) position in the Office of Labor Relations include, but are not limited to; greet and direct visitors, answer phones and screen incoming calls; coordinate schedules between agencies, unions, and OLR staff for grievance hearings, arbitrations, various meetings and negotiations; draft, proof and transmit correspondence and memoranda; enter new grievances as received by OLR; process hearing responses from OLR staff to all involved parties; order supplies; OLR record keeping; update database; purchase order and mail management; update the grievance tracking and arbitration intention logs for all unions; monitor arbitration caseloads to report on status of pending matters; track postponements; record stipulated agreements processed during various stages of grievance process; assist with arbitration exhibit preparations; take dictation from the Undersecretary; support Labor Relations Specialists as needed; other administrative tasks as assigned.

Preferred Experience: Clerical experience in a legal environment; experience working with Excel; experience working with the public; strong organizational skills; and/or high volume scheduling and calendar maintenance.

Eligibility Requirement: Candidates must have applied for and passed the Secretary 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Knowledge, Skills and Abilities: Knowledge of office systems and procedures; knowledge of proper grammar, punctuation and spelling; knowledge of business communications; some knowledge of business math; interpersonal skills; ability to schedule and prioritize office workflow; ability to operate office equipment which includes personal computers and electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to the supervisor).

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions:

Interested and qualified candidates who meet the above requirements should submit the following five (5) documents and forward as indicated below:

1. Cover letter that describes your interest and suitability for the position.
2. Resume.
3. [Application for Employment \(form CT-HR-12\)](#)
4. Your last three (current and consecutive) performance evaluation. If you are not a state employee and do not receive annual performance evaluations you may submit three letters of reference in lieu of the evaluations.
5. Confirmation you are on the current Secretary 1 exam list.

Do not include your social security number on the Application for Employment form. Your application will not be considered complete without these five (5) documents. Submit your application to:

**Office of Policy and Management – Human Resources
450 Capitol Avenue
MS# 52ADM
Hartford, CT 06106**

Attn: Carolyn Kozak
FAX: (860) 706-5790 (preferred method)

Tel: 860-418-6324

NOTE: Applications submitted by e-mail will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.